FY 2021 RECIPIENT TRAINING
Wastewater Facilities Projects
State Revolving Fund
Loans & Centennial Grants

WATER QUALITY PROGRAM
Sean Mellon

DEPARTMENT OF
ECOLOGY
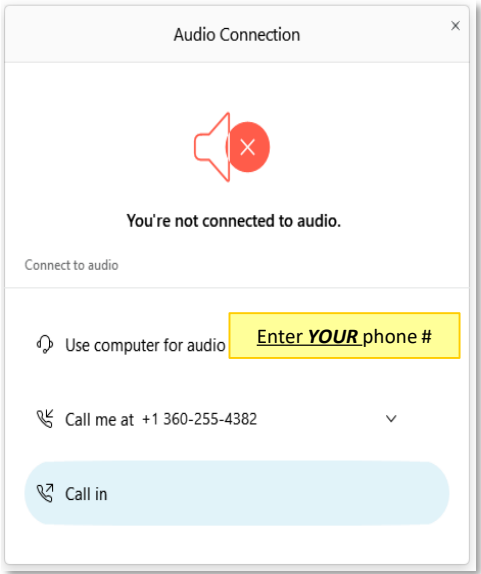State of Washington

Welcome and Introductions

Welcome to Ecology's Water Quality Funding Recipient Training

Technical Problems?

Can't hear the Panelists?
Try an alternate audio connection.

1) Move your cursor to the bottom of the Web-Ex and select the 📞 icon. If you don't see the phone icon, click the ⋯ to reveal additional icons.

2) Next, choose an audio option

Audio Connection ✕

❌🔊

You're not connected to audio.

Connect to audio

🎧 Use computer for audio   **Enter YOUR phone #**

📞 Call me at +1 360-255-4382   ˅

📞 Call in

A. **Use computer for audio**
B. **Call me at (enter your phone number)**
   - WebEx calls you. You listen through your phone
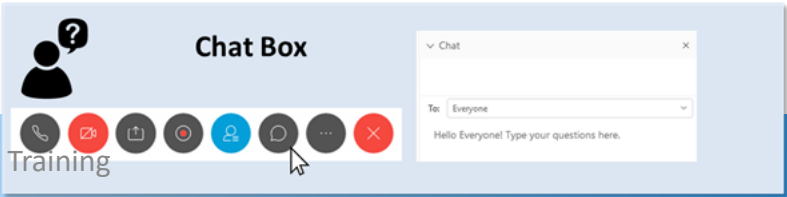C. **Call in using your phone. There may be several different numbers that you can try.**

Questions for the Panelists?

To ask a question about the presentation, use the **Q&A Box** located in the lower right portion of your Web-Ex window.

Use the [icon] to provide feedback to the panelists.

˅ Q&A   ✕

All (0)

Ask: All Panelists   ˅

Type your Questions Here   Send
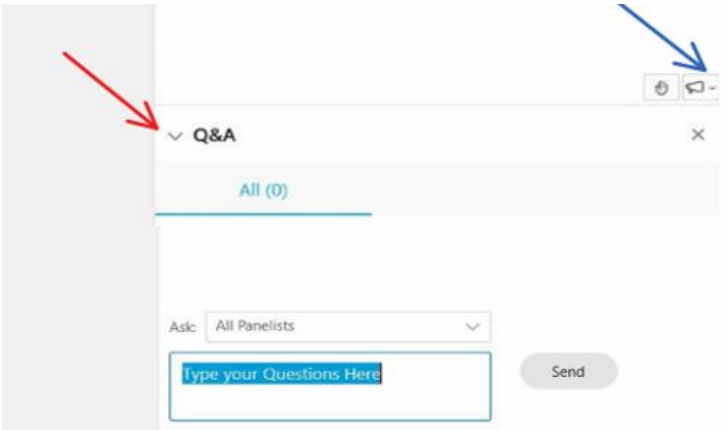
To communicate with the Web-Ex meeting host, open and use the Chat Box.

Chat Box

˅ Chat   ✕

To: Everyone   ˅

Hello Everyone! Type your questions here.

Am I in the right session?

This session:

- Recipients or Contractors for Ecology Wastewater projects that will be informing or submitting Payment Request/Progress Reports (PRPRs) or negotiating a new agreement.

1-3 PM session with David Dunn:

Project Managers and engineers for Ecology Wastewater projects that need to know specifics on requirements (American Iron and Steel, prevailing wages, asset management, and procurement.

Outline and Agenda

- Negotiation Process
- Components of a Funding Agreement
- EAGL Basics and Login
- Managing Roles in EAGL
- Break (15 minutes)
- Document Management and Uploads
- Getting Paid (Payment Request/Progress Reports)
- Amendments and Closeout
- Resources
- Additional questions and live demo (time permitting)

Water Quality Combined Funding Program

NEP

SRF Loans

Centennial Grants

319 Grants

SFAP

Nearly $312 million combined for FY22
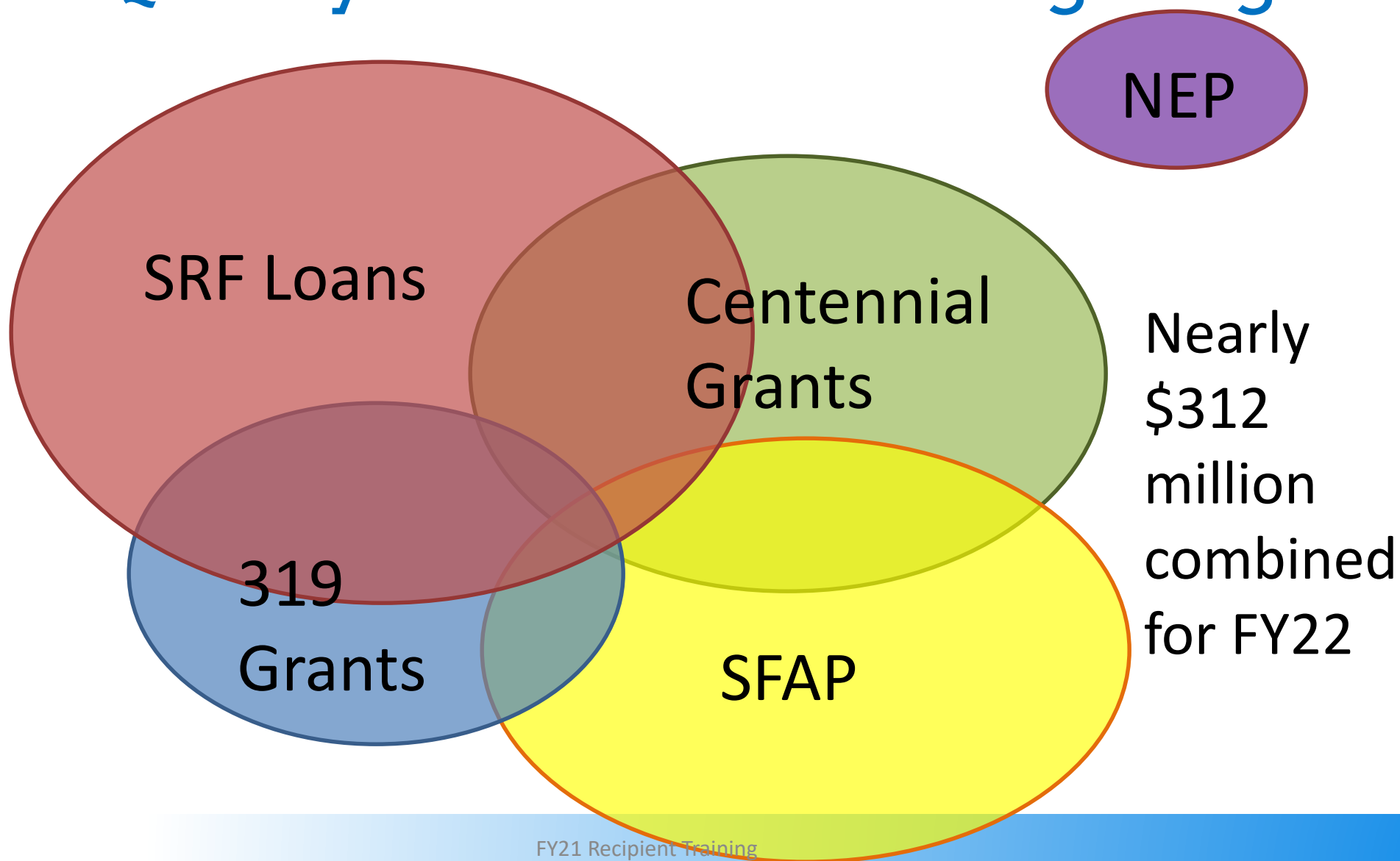
Agreement Development & Negotiation Process in a Nutshell for FY22 Applicants

Negotiation Process

1. It all starts with the original Funding Application in EAGL.

2. **Recipient, Project Manager, Financial Manager** work to update application information and answer questions. Changes documented in DRAFT Agreement Template. Verifying:

   – Scope of Work (changed to Ecology Template/Format)

   – Budget (By Task)

   – Dates (Effective Date, Project Completion Date)

   – Form of Repayment (LOANS)

Negotiation Process

3. **Recipient** completes documents necessary for Ecology to sign a LOAN agreement:

- **Financial Capability Assessment** (FCA) Documentation

- **CWSRF Federal Reporting Information Form** (EAGL)

- **Cost and Effectiveness Analysis** (CEA)Certification Form (EAGL)

- **Fiscal Sustainability Plan** (FSP) Certification Form (EAGL)

Negotiation Process

Prerequisite forms and documentation cont.:

- **Opinion of Legal Counsel Form**. Ecology will provide template. **All SRF loans**.

- **Ordinance or Resolution** authorizing loan. Ecology can provide sample. **All SRF loans**.

- Federal Funding Accountability and Transparency Act (FFATA) Form (Equivalency Projects Only).

Negotiation Process

4. Ecology completes an preliminary internal review

5. Ecology adds the DRAFT agreement to EAGL

6. Ecology shares the DRAFT agreement with Recipient and starts 2nd internal review

7. Recipient reviews and shares the DRAFT agreement with their legal counsel

Negotiation Process

8. **Ecology** finalizes agreement in EAGL & changes status to "Signatures Required" and provides instructions for signing.

9. **Recipient** signs, dates and returns agreement to Ecology. Ensures all prerequisite documents have been completed/uploaded

10. **Ecology** signs, dates, sends recipient a copy, uploads copy to EAGL, and changes the status to "Agreement Executed"

11. **Ecology's Fiscal Office** changes the status to "Agreement Active"

Components of a Funding Agreement

Agreement Structure

Timeline/ Scope of Work/Budget

Agreement Specific Terms and Conditions

Special Terms and Conditions (**Water Quality Program Level**)

Federal: Terms and Conditions (**Ecology Level**)

Applies to All: General Terms and Conditions (**Ecology Level**)
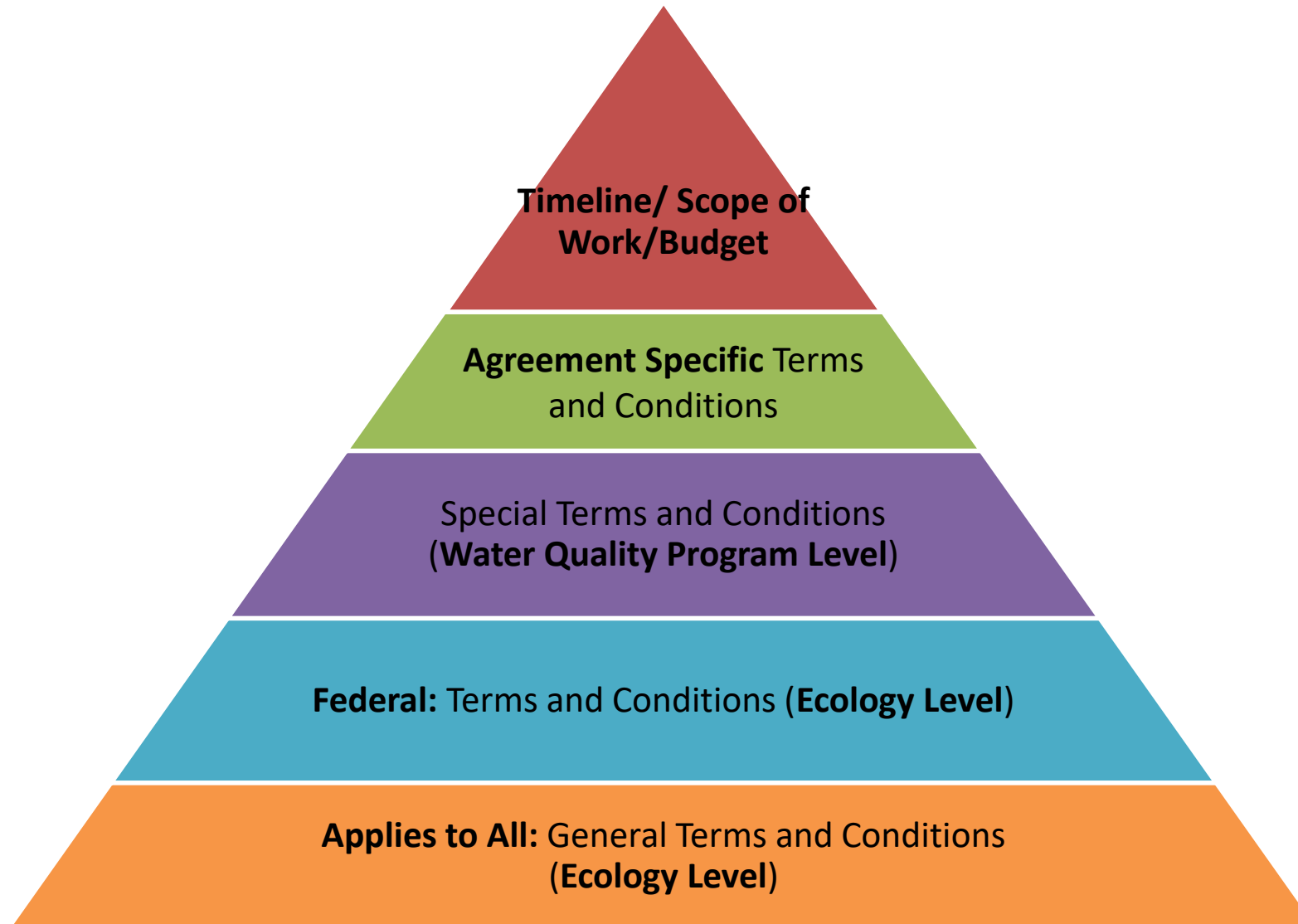
Basic Components

- General Information
- Project Short Description
- Project Long Description
- Recipient and Ecology Contact Information
- Recipient and Ecology Signature Blocks
- Scope of Work (By Task)
- Funding Distribution(s) and Budget
- Terms and Conditions

DEPARTMENT OF
ECOLOGY
State of Washington

Agreement No. WQC-2020-OkanCD-00195

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

OKANOGAN CONSERVATION DISTRICT

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and Okanogan Conservation District, hereinafter referred to as the "RECIPIENT," to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	Livestock Best Management Practices for Riparian Restoration
Total Cost:	$333,333.33
Total Eligible Cost:	$333,333.33
Ecology Share:	$250,000.00
Recipient Share:	$83,333.33
The Effective Date of this Agreement is:	12/01/2019
The Expiration Date of this Agreement is no later than:	11/30/2022
Project Type:	Nonpoint Source Activity

Project Short Description:
This project will protect riparian and wetland areas from water quality impacts by installing downed "jackstraw" logs to exclude livestock from three properties. The RECIPIENT will monitor the effectiveness of jackstraw livestock exclusion and the survival and growth of both natural and installed vegetation. In addition, the RECIPIENT will maintain four completed projects previously funded by ECOLOGY, develop three restoration plans, and provide outreach and education to the community.

Project Long Description:
To improve water quality and habitat enhancement practices, the RECIPIENT will install jackstraw barriers to exclude livestock from surface water at three properties. While fencing can be effective for excluding cattle from riparian areas, it is costly and requires annual maintenance which is difficult in remote areas or wetlands. These barriers will mimic natural barriers to browsing by being constructed with downed logs and slash moved into a "jackstraw" formation. The

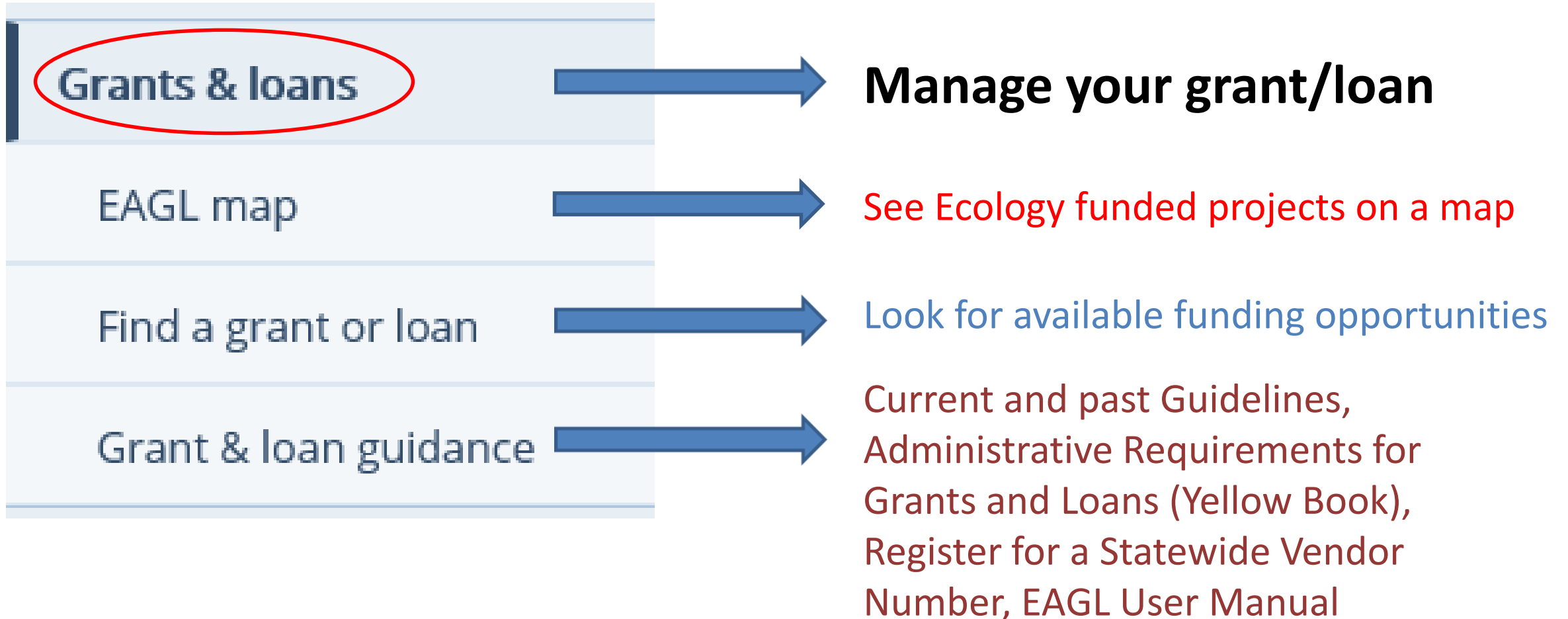# Ecology Administration of Grants and Loans (EAGL) Basics

SCROLL DOWN

Accessing Grant & Loan Resources

• Scroll down to the bottom of the home page and click on **Grants & loans**.

Accessing Grant & Loan Resources

Grants & loans ➜ **Manage your grant/loan**

EAGL map ➜ See Ecology funded projects on a map

Find a grant or loan ➜ Look for available funding opportunities

Grant & loan guidance ➜ Current and past Guidelines, Administrative Requirements for Grants and Loans (Yellow Book), Register for a Statewide Vendor Number, EAGL User Manual

Accessing Grant & Loan Resources

Instructions here for:

- New Secure Access Washington (SAW) and EAGL users
- New EAGL users with a SAW account
- Current EAGL users

DEPARTMENT OF ECOLOGY
State of Washington

Regulations & Permits   Research & Data   Blog   Contact Us   🔍 Search

🏠 Home   Air & Climate   Water & Shorelines   Waste & Toxics   Spills & Cleanup

Applying for or managing a grant or loan

You can apply for and manage most grants and loans in EAGL, Ecology's Administration of Grants and Loans system. To use EAGL, you must:

1. Have a Secure Access Washington (SAW) account
2. Register as an EAGL user

See the options below to set up a SAW account and register in EAGL.

If you manage a grant or loan that is not in EAGL, please visit our page for guidance and links to information not in EAGL.

| Current EAGL users | New EAGL users with a SAW account | New SAW and EAGL users |

Log in to your Secure Access Washington (SAW) account here ↗, and you will be directed to EAGL.

Top

Accessing your project in EAGL

- Must be registered in EAGL/SAW and have received a confirmation e-mail from Ecology that states you have been given access.

- Must not share EAGL/SAW account. Each user must have their own account.

- Contractors, or people that represent more than one organization, can contact Ecology for help.

Accessing EAGL
Link to EAGL through Secure Access Washington (SAW)
http://secureaccess.wa.gov/ecy/eagl/

Tip: Internet Explorer is no longer supported.
Use Chrome or Edge!

Access your Application

Application Menu/My Training Materials

Application Menu

Application	<u>Wapato city of</u>	Financial Manager	Amendment Requires Signature	N/A - N/A 11/07/2014 11:59PM PST

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and/or amendment forms. The document's current status and your role determines which forms are editable.

VIEW FORMS

Change the Status

Select the **View Status Options** button below to change the status of your application, funding agreement, and/or amendment. You submit your application and request amendments through the status options.

VIEW STATUS OPTIONS

Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application, funding agreement, and/or amendment. You can review status history, role assignments, check for errors, create print versions, and more.

VIEW MANAGEMENT TOOLS

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Request/Progress Reports, Equipment Purchase Reports, Site Visit Reports, and Close Out Reports.

VIEW RELATED ITEMS

Accessing the Forms Menu

Forms Menu

Forms Menu (continued)

✏️	Uploads	Daniel Thompson (ECY) 11/30/2017 3:24:59 PM	Cynthia H Wall (ECY) 6/5/2020 1:40:35 PM

Screening/Evaluation/Offer

✏️	Screening, Eligibilities, and Additional Requirements Checklist	Shelly D McMurry (ECY) 10/30/2017 12:07:26 PM	
📄	Application Modification Comments		
📄	Evaluation Scorecard		
✏️	Offer Form	Daniel Thompson (ECY) 2/13/2018 4:08:57 PM	
🌐	Evaluation Scorecard Report		
✏️	Evaluation Summary	Grant System 12/19/2017 6:57:27 AM	Daniel Thompson (ECY) 2/13/2018 4:08:17 PM

Agreement

✏️	Ecology Contacts	Sean Mellon (ECY) 12/18/2018 11:03:09 AM	
✏️	Agreement Information	Sean Mellon (ECY) 12/18/2018 11:27:19 AM	Sean Mellon (ECY) 12/19/2018 3:55:19 PM
🗐	Funding Distribution (2)		
✏️	Funding Distribution Summary	Sean Mellon (ECY) 12/18/2018 11:26:41 AM	Sean Mellon (ECY) 12/19/2018 10:57:14 AM

General Information Form

Scope of Work Task

Task Number	1
Task Title	Project Administration/Management Task Cost $1,000.00 *

Task Description

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and a recipient closeout report (including photos).

B. The RECIPIENT shall maintain documentation demonstrating compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

C. The RECIPIENT shall manage the project. Efforts include, but are not limited to: conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the RECIPIENT's designees; ECOLOGY; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement

Properly managed and fully documented project that meets ECOLOGY's grant or loan administrative requirements.

Task Expected Outcomes

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and RECIPIENT closeout report.
* Properly maintained project documentation

Recipient Task Coordinator   Linda Hayes, Clerk-Treasurer

Deliverables

Deliverable #	Description	Due Date	Received? (ECY Use Only)	EIM Study ID	EIM System Link	(ex...
1.1	Quarterly Progress Reports		☐			
1.2	Recipient Closeout Report		☐			
1.3	Project Outcome Summary Report		☐			

Funding Distribution Form

FUNDING DISTRIBUTION

Instructions:

- Please fill in the appropriate fields.
- Required fields are marked with an *****.
- When done, click the **SAVE** button.
- To add a new Funding Source or Task row, enter a Funding Source or Task and click the save button.
- After Save, a new row will appear. Repeat for each Funding Source and Task

Funding Number   EL190275

* Funding Title   State Revolving Fund Standard Loan

* Funding Type   Loan

* Funding Category   Water Quality Combined Funding

* Recipient Match %   0.00 %

* InKind Interlocal Allowed   ○ Yes ● No

* InKind Other Allowed   ○ Yes ● No

* Agreement is match for a Federal Grant?   No

* Indirect Rate

Federal Funding
- ○ Approved Federally Recognized Indirect Costs Rate per 2 CFR Part 200 Appendix IV and V
- ○ De Minimis Rate per 2 CFR §200.414
- ○ Approved Rate Negotiated Between ECOLOGY and RECIPIENT

State Funding
- ● Approved State Indirect
- ***Rate** 30 %

Funding Source
- * CWSRF-SFY19   100.00 %
- *

Funding Distribution(s) Summary Form

FUNDING DISTRIBUTION SUMMARY

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the **SAVE** button.

By Task Funding Distribution

Task Title	State Revolving Fund Standard Loan	State Revolving Fund Forgivable Principal	Total
Project Administration/Management	$500.00	$500.00	$1,000.00
Facility Planning	$65,000.00	$65,000.00	$130,000.00
Total	$65,500.00	$65,500.00	$131,000.00

Recipient/Ecology Share

Funding Distribution	Recipient Match %	Recipient Share	Ecology Share	Total
State Revolving Fund Standard Loan	0.00%	$0	$65,500.00	$65,500.00
State Revolving Fund Forgivable Principal	0.00%	$0	$65,500.00	$65,500.00
Total		$0	$131,000.00	$131,000.00

Total Eligible Costs	Ecology Share	Recipient Share
$131,000.00	$131,000.00	$0

Important Dates

- **Effective Date**: First date that eligible project costs can be reimbursed.

- **Expiration Date**: Last date that eligible project costs can be reimbursed.

- **Initiation of Operation Date**: (Construction only) The date that facility is operational for intended purpose.

Important Dates

- Agreements should be signed by both parties within **6 months** of the publication date of the combined Final Offer and Applicant List

- Work on the project must begin within **10 months** after the publication date of the combined Final Offer and Applicant List

- Final PRPR and all deliverables must be completed/uploaded to EAGL within **30 days** of project completion/agreement expiration date

- The project must be completed within **5 years** of the publication date of the combined Final Offer and Applicant List

Managing Roles in EAGL

What is your role?

- A role gives you access & permissions to perform specific functions within EAGL
- Your organization decides who has what role
- Roles are different than Recipient Contacts
- Every contact and anyone assigned a role must first have a SAW account and EAGL access
- Roles must be assigned/changed by an Authorized Official within your organization

Recipient Contacts v. EAGL Roles

RECIPIENT CONTACTS

Instructions:

Please select an individual from your organization
Required fields are marked with an *.
When done, click the SAVE button.

Project Manager   Matt Carlson

Matt Carlson
Stormwater Coordinator

PO BOX 160
Asotin,   Washington   99402
(509) 243-2074

mcarlson@co.asotin.wa.us

Authorized Signatory   Jim Jeffords

Jim Jeffords
Asotin County Commissioner

PO Box 250
Asotin,   Washington   99402
(509) 243-2070
(509) 243-2005
jjeffords@co.asotin.wa.us

Billing Contact   Barbara Cook

Barbara Cook
Office Admin. Manager

Asotin County Public Works
PO Box 160
Asotin, WA 99402
Asotin,   Washington   99402-0160
(509) 243-2074

bcook@co.asotin.wa.us

Current People Assigned

	Person	Organization(s)	Role	Active Dates	
☑	Mr. Matt Carlson Email	Asotin County - Public Works Department (Authorized Official), Asotin city of (Authorized Official), Clarkston city of (Authorized Official)	Authorized Official	10/7/2014 -	Grant Syste
☑	Barbara Cook Email	Asotin County - Public Works Department (Recipient Financial Officer)	Recipient Financial Officer	1/25/2016 -	Mr. Ma Carlso

- **Contacts** are accessed from the **Forms Menu**:

Application Forms

- General Information
- Project Characterization
- Mapping Information
- Funding Request- Wastewater Project
- Recipient Contacts

- **Roles** are accessed from the **Application Menu**:

Access Management Tools

Select the **View Management Tools** button below to see tools and options ava amendment. You can review status history, role assignments, check for errors,

[VIEW MANAGEMENT TOOLS]

EAGL Levels

1. Organization

2. Document- "Parent Document" (Application)

3. Subdocument (example: PRPR or Closeout Report)

Roles at different levels

- **Organization**: Staff are added to your organization during SAW/EAGL registration.
- **Parent Document (Application)**: Roles must be assigned to staff by organization.
- **Subdocuments (Payment Requests/Progress Reports):** Roles are automatically inherited by new sub-documents created under the parent document.

Best Practices for EAGL Roles

- EAGL Authorized Official(s) should reassess roles at various stages (Application, Agreement Initiated, Agreement Active)

- Always have at least **2 Authorized Officials** at the organization level and for each project.

- Manage **Active Dates** for new or former employees.

- Assign consultants role of **Writer** not Authorized Official.

Role Access

- **Authorized official**: manages other roles within EAGL and has access to all functions. Contractors must <u>not</u> be assigned this role.
- **Recipient Project Manager**: Initiate/complete/submit PRPR, access to edit progress report.
- **Recipient Financial Manager**: Initiate/complete/submit PRPR, access to edit payment request.
- **Contractor**: Read/Edit/Initiate an application.
- **Writer**: Edit a PRPR but can't initiate or submit.
- **Reader**: Can read everything but can't edit/initiate/submit.

Role Permissions

What my role allows me to do in EAGL:	Document Roles					
	Authorized Official	Contractor	Recipient Project Manager	Recipient Financial Officer	Writer	Reader
Applications & Amendments (Parent Documents)						
Control Access to Applications	X					
Read Application Forms	X	X	X	X	X	X
Edit Forms when Application in Process	X	X	X		X	
Initiate Applications	X	X				
Submit Applications	X					
Cancel Applications	X					
Payment Requests & Progress Reports (Subdocuments)						
Initiate Payment Request or Progress Report	X		X	X		
Read Payment Request or Progress Report	X	X	X	X	X	X
Edit Payment Request or Progress Report	X		Progress Report Only	Payment Request/ Form D Only	X	
Submit Payment Request or Progress Report	X		X	X		
Cancel Payment Request or Progress Report	X		X	X		
Equipment Purchase Reports & Closeout Reports (Sub-documents)						
Initiate Sub-documents	X		X			
Read Sub-documents	X	X	X	X	X	X
Edit Sub-documents	X		X		X	
Submit Sub-documents	X		X			
Cancel Sub-documents	X		X			
Change the Status of Sub-documents	X		X			

1)

2)

3)

- ONLY an Authorized Official can edit roles. **Assign 2+ Authorized Officials.**

- After agreement is in Active status in EAGL an Authorized Official should change those in the **Contractor** role to a **Writer** if they want their contractor or consultant to fill out payment requests or progress reports.

How to verify, and add/edit roles

Application Menu

Document Information: WQC-2015-KCoNRP-00001
▾ Details

Info	Document Type	Organization	Role	Current Status	P D
	Application	King County - Natural Resources and Parks Department	Reviewer	Agreement Active	N/ 11

📄 View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete your application, funding agreement, and
document's current status and your role determines which forms are editable.

[VIEW FORMS]

➡ Change the Status

Select the **View Status Options** button below to change the status of your application, f   ement.
submit your application and request amendments through the status options.

[VIEW STATUS OPTIONS]

🔑 Access Management Tools

Select the **View Management Tools** button below to see tools and options available for your application,
amendment. You can review status history, role assignments, check for errors, create print versions, and

[VIEW MANAGEMENT TOOLS]

Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document.
detail.

Document Information: WQC-2015-KCoNRP-00001
▸ Details

Management Tools

🖨 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

🖨 **CREATE FULL BLANK PRINT VERSION**
Select the link above to create a blank printable version of the document.

👤 **ADD/EDIT PEOPLE**
Select the link above to perform actions such as adding people, changing a security role,
document.

📑 **STATUS HISTORY**
Select the link above to view the status history of this document.

✋ **CHECK FOR ERRORS**
Select the link above to check the entire document for errors.

☑	Steve Baruso Email	King County - Natural Resources and Parks Department (Authorized Official)	Authorized Official	10/14/2013	-	Grant System
☑	Ms. Debi Walker Email		Writer	10/16/2013	-	Steve Baruso
☑	Mark Henderson Email	Department of Ecology (Project Manager)	Evaluator	12/16/2013	-	Alissa Ferrell
	Ms. Pam	King County - Natural Resources and Parks Department	Authorized	11/8/2013		Steve

Payment Request Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: PRPR-JanMar2016-Burlin-00953
Parent Information: WQC-2016-Burlin-00286
▶ Details

For former staff or contractors:
❑ Enter Active *end* date and click SAVE.
❑ Don't delete Active *start* date.
❑ **Don't uncheck the box on the left.**
For new staff:
❑ Have them register with EAGL/SAW.
❑ Wait for confirmation email from Ecology.
❑ Check the box on the left and enter Active start date and click SAVE (upper right corner).

Person Search

Enter a name or partial name: [   ] SEARCH

Current People Assigned

☐	Person	Organization(s)	Role	Active Dates	Assigned By
☑	Mr. John Abenroth Jr. Email	Burlington city of (Authorized Official)	Authorized Official	4/26/2016 -	Grant System
☑	Mr. Marv Pulst Email	Burlington city of (Writer)	Authorized Official	4/26/2016 -	Grant System

BREAK

DOCUMENT MANAGEMENT AND UPLOADING GUIDANCE

Document Management and Uploading Guidance

- <u>What</u> do you upload?
  - Deliverables
  - Backup for payment requests
- <u>Where</u> should you upload docs?
  - Deliverables: General "Uploads" Form
  - Payment Request/Progress Report (PRPR) backup for a specific PRPR: "Uploads" under that specific PRPR
  - Backup that applies to multiple PRPRs: upload to general uploads or to each PRPR it applies to

General Uploads

Document Management and Uploading Guidance

- What should I name my files?
  - Descriptive names that identify content
  - Your agency name is not necessary
  - The EAGL number is not necessary
  - Avoid Spaces
  - DO NOT USE SYMBOLS (~, &, etc.)

Best practices for uploading documents

- Deliverable description should match the number listed in the agreement (ex. 2.1 Contracts)

- Email your Ecology PM/FM. Let them know you uploaded the file

- Upload from the bottom of the uploads form to avoid overwriting previous uploads

- Don't attempt to delete uploads

DOE Approval Letter

Browse...   ☐ DELETE
6485-12.02.13.WRichlandAmend.pdf

SERP Approval

Browse...   ☐ DELETE
6485_2-12.02.13.WRichlandSERP.pdf

SERP Checklist

Browse...   ☐ DELETE
6485_3-12.02.13.WRichlandSERPChecklist.pdf

Offer Letter

Browse...   ☐ DELETE
6485-2015-00061WRichlandBiosolidsProcessingFacilityOfferLetter.pdf

Financial Capability Assessment

Browse...   ☐ DELETE
6485-WQC-2015-WeRiPW-00061--FinancialCapabilityAssessment.xlsx

Estimated Project Life

Browse...   ☐ DELETE
6485_2-EstimatedProjectLife.xlsx

Face Sheet

Browse...   ☐ DELETE
6485_3-WQC-2015-WeRiPW-00061_FaceSheet.pdf

Signed Router

Browse...   ☐ DELETE
6485_4-WQC-2015-WeRiPW-00061_SignedRouter.pdf

NOTICE OF AWARD

Browse...   ☐ DELETE
6485_5-NOTICEOFAWARD.pdf

BID TABULATIONS

Browse...   ☐ DELETE
6485_6-BIDTABULATIONS.pdf

ADVERTISEMENT AND AFFIDAV

Browse...   ⊘DELETE⊘
6485_7-ADVERTISEMENTANDAFFIDAVIT.pdf

CONTRACT DOCUMENTS

Browse...   ☐ DELETE
6485_8-CONTRACTDOCUMENTS.pdf

PRE-CONSTRUCTION CONFER

Browse...   ☐ DELETE
6485_9-PRECONSTRUCTIONCONFERENCEMINUTES.pdf

PRE-CONSTRUCTION SIGN IN

Browse...   ☐ DELETE
6485_10-PRECONSIGNINSHEET.pdf

NOTICE TO PROCEED

Browse...   ☐ DELETE
6485_11-NoticetoProceedSigned.pdf

⊕ 2.1 Contracts

Browse...

GETTING PAID: PAYMENT REQUEST /PROGRESS REPORT (PRPR)

YouTube Video:
https://www.youtube.com/watch?v=Lbl7gzh6pgA
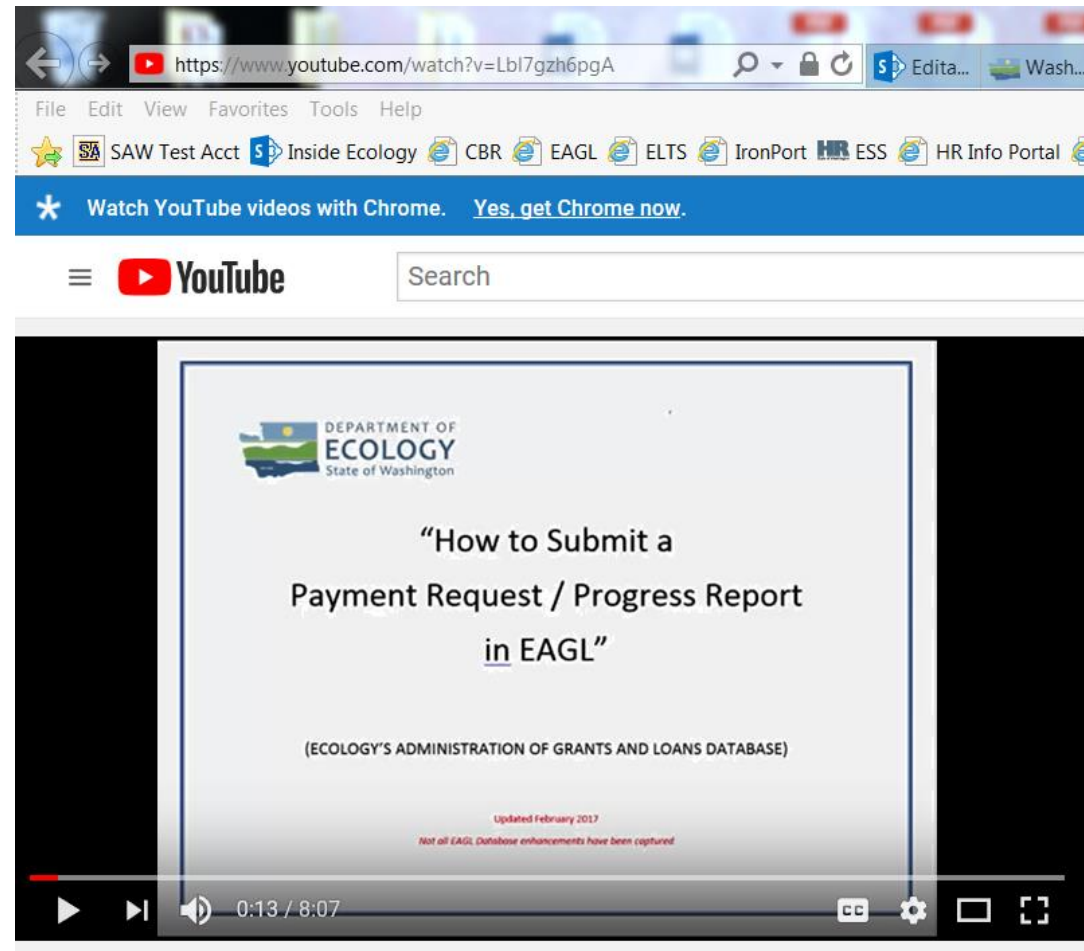
EAGL TIPS: Before starting PRPR

- "Active" agreement status.
- Previous PRPR must be "Active" prior to submitting new PRPR.
- Verify role.
- **PRPR's can be submitted monthly or at least quarterly.**
  - Due 30 days after the end of the quarter.

"Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31."

Who initiates the PRPR?

- Authorized Official, Recipient Project Manager, or Recipient Financial Officer.

Progress Report	Payment Request
Recipient Project Manager	Recipient Financial Officer
Writer	Writer

Initiate a PRPR

Initiate a PRPR

Note: Subdocument number is created

Review Payment History Status

PAYMENT HISTORY

Cumulative Approved Expenditures
NOTE: Any expenditures not yet approved are not included in the table below.

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
SFAP [EG160053]	Construction	$0.00	$0.00	$0.00	$0.00	$300,000.00	$300,000.00	$0.00
SFAP [EG160053]	Construction Management	$0.00	$0.00	$0.00	$0.00	$50,000.00	$50,000.00	$0.00
SFAP [EG160053]	Design Plans and Specs, Environmental Review	$0.00	$0.00	$0.00	$0.00	$135,000.00	$135,000.00	$0.00
SFAP [EG160053]	Project Administration/Management	$695.00	$0.00	$0.00	$695.00	$15,000.00	$14,305.00	$695.00
SFAP [EG160053]: Distribution Total		$695.00	$0.00	$0.00	$695.00	$500,000.00	$499,305.00	$695.00
Grand Total		$695.00	$0.00	$0.00	$695.00	$500,000.00	$499,305.00	$695.00

Disbursement History
NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

Payment Request #	Disbursement Amount	Payment Request Status
1	$521.25	Payment Request/Progress Report Active
2	$0	Payment Request/Progress Report In Process

Progress Report

Document Information: PRPR-JanMar2015-SequPW-00041
Parent Information: WQC-2015-SequPW-00008
▶ Details

You are here: Payment Request Menu > (Forms Menu) > Payment Request

Forms

Status	Page Name
Payment Request / Progress Report Forms	
🌐	Payment Request
📝	Payment History
📄	Form D: Contractor Participation Report
📝	Progress Report
📄	Payment Request Progress Report Modification Comments

PROGRESS REPORT

Instructions:

Please fill in the appropriate fields.
Required fields are marked with an * .
When done, click the **SAVE** button.

Progress Report Number: 4   *Final: ○ Yes ⦿ No ➕

Report Period End Date: 03/31/15

* **By Task Progress**

Task Title	Percent Complete	Summary of accomplishments for this reporting period
Project Administration/Management	10 %	Reporting Period 11/1/2014 to 3/31/2015 Completed progress report and billing. Coordinated team meetings and time accounting. 130 of 2000

Progress Report

- Enter % work completed for each task.

- Enter reporting period timeframe.

- Enter activities and deliverables completed.

- Enter quantitative info, if applicable.

- Include verification statement in general comments.
  - We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:
    - The Davis-Bacon Act, 29 CFR (If applicable)
    - Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
    - The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33 (Pertaining to recipients that had a signed funding agreement(s) with Ecology on or after August 26, 2010)

- Upload associated files (ex., site photos).

- Click "Save" & Save often

Payment Request

Document Information: PRPR-JanMar2015-SequPW-00041

Parent Information: WQC-2015-SequPW-00008

🔻 Details

You are here: > Payment Request Menu > Forms Menu > Pay Request Progress Report forms

PROGRESS REPORT

Payment Request Menu - Forms

Please complete all required forms below.

Document Information: PRPR-JanMar2015-SequPW-00041

Parent Information: WQC-2015-SequPW-00008

🔻 Details

Forms

Status	Page Name
Payment Request/Progress Report Guidance	
📕	Form D: Contractor Participation Report Instructions
Payment Request / Progress Report Forms	
🌐	Payment Request
📝	Payment History
📄	Form D: Contractor Participation Report
📝	Progress Report
📄	Payment Request Progress Report Modification Comments

FY21 Recipient Training

PRPR Payment Request

Payment Request

Please fill in the appropriate fields.
Required fields / columns are marked with an *.
To add a row, click the **Add Row** button below the expenditures grid.
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.
Save your work often by clicking the **Save** button at the top of the form.

Expenditures | Uploads | Download Expenditures Report | Download Modifications Report

Payment Request Number:	4	* Final:	○ Yes ● No
Billing Period Start Date:	12/1/2016	* Billing Period End Date:	2/28/2017
Cumulative Expenditure Entered:	$1,857.39	Cumulative Expenditure Approved:	

Ecology Project Manager Approval: ☐

* Do you have expenditures to report?   ● Yes ○ No   **SAVE**

Expenditures

	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
☐	1	44897	Stormwater Financial Assistance ∨	Design Plans and Specs, Environr∨	Contracts ∨	Consultant Services	Riedesel Engineering
☐	2	44898	Stormwater Financial Assistance ∨	Project Administration/Managemer∨	Salaries/Benefits ∨	Administrative Services	Asotin County Public W

Invoice #	* Date Incurred Start	* Date Incurred End	* Amount	Expenditure Type	* Approved / Denied / Modified	* Authorized Amount	Comment
11343	12/13/2016	12/13/2016	$1,822.50	Cash ∨	∨		
06006	12/1/2016	12/31/2016		Cash ∨	∨		

Payment Request

- Recipient enters expenditure details:
  - Funding Distribution (budget)
  - Task Title
  - Item Category and Description
    - Let us know what we are reimbursing for.
  - Payee
  - Invoice #
  - Start and End Dates of Cost Incurred
  - Amount
  - Expenditure Type (Cash)

Expenditures

Page 1 of 1

	Item #	Detail #	* Funding Distribution	* Task Title	* Item Category	Item Description	* Payee
☐	1	10299	Centennial Grant	Project Administration/Management	Salaries/Benefits	Bob's Time	Nisqually
☐	2	10300	Buffer Revegetation	Buffer Revegetation	Goods and Services	Cobble Natives Plants	Cobble

Payment Request

- Payment request back-up documentation

Payment Request

Please fill in the appropriate fields.
Required fields / columns are marked with an *.
To add a row, click the **Add Row** button below the expenditures grid.
After entering 25 rows, click the **Add New Page** button to add another page of up to 25 rows.
To delete a row, select the checkbox for that row and click the **Delete Row** button at the top of the form.
Save your work often by clicking the **Save** button at the top of the form.

Expenditures | **Uploads** | Download Expenditures Report

Uploads

Upload Backup Documents

Name of Document *	Upload *
	[Browse...] [UPLOAD] [CLEAR]

Payment Request (cont.)

- Payment Request Backup Documentation Should Be:
  - Legible - if you can't read the numbers, neither can we
  - Organized
  - Include Any Reason Why Amounts Requested Are Different From Backup
  - SAM Reports (General Uploads-Why?)
  - The Clearer the Backup the Faster the Reimbursement

Form D

Next, open Form D.

Document Information: PRPR-JanMar2015-SequPW-00041

Parent Information: WQC-2015-SequPW-00008

▶ Details

You are here: Payment Request Menu > (Forms Menu) > Payment Request

Forms

Status	Page Name
Payment Request / Progress Report Forms	
	Payment Request
	Payment History
	Form D: Contractor Participation Report
	Progress Report
	Payment Request Progress Report Modification Comments

PRPR Form D

- Instructions are in EAGL.

Status	Page Name
Payment Request/Progress Report Guidance	
📄	Form D: Contractor Participation Report Instructions

Forms

- Submit for all prime contractors or subcontractors.

FORM D: CONTRACTOR PARTICIPATION REPORT

Does this payment request include reimbursements for any private sector contractor or subcontractor?*

⦿ Yes   ◯ No

Please complete the table. All fields are required.

(1) Contractor*	(2) Contractor Type*	(3) Contractor Address*	(4) Contractor Phone No.*	(5) Contractor Amount in this Request*	(6) Expense Category*	(7) Certification Type*
	⌄				⌄	☐ MBE ☐ WBE ☐ DBE ☐ N/A

Payment History

Review payment history again.

Document Information: PRPR-JanMar2015-SequPW-00041
Parent Information: WQC-2015-SequPW-00008
▶ Details

You are here: Payment Request Menu > Forms Menu > Payment Request

Status	Page Name
Payment Request / Progress Report Forms	
	Payment Request
	Payment History

Review Payment History

PAYMENT HISTORY

Cumulative Approved Expenditures

NOTE: Any expenditures not yet approved are not included in the table below.

SAVE

Funding Title	Task Title	Cumulative Approved Cash Expenditures	Cumulative Approved In Kind Interlocal Expenditures	Cumulative Approved In Kind Other Expenditures	Total Cumulative Approved Expenditures	Task Budget	Budget Variance	Eligible Costs
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SFAP [EG160053]: Distribution Total		**$695.00**	**$0.00**	**$0.00**	**$695.00**	**$500,000.00**	**$499,305.00**	**$695.00**
Grand Total		**$695.00**	**$0.00**	**$0.00**	**$695.00**	**$500,000.00**	**$499,305.00**	**$695.00**

Task 4
Task 3
Task 2
Task 1

Disbursement History

NOTE: The amount shown in the Disbursement Amount column has not been disbursed to the recipient until the status column shows "Payment Request / Progress Report Active"

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1	$521.25	Payment Request/Progress Report Active
2	$0	Payment Request/Progress Report In Process

- Payment History won't reflect current request until PRPR is approved by Ecology.

Final Check Before Submission. Are my uploads in the right place?

- Payment Request:
  - Backup documentation and invoices

- Progress Report:
  - Project photos, press releases. (Not deliverables!)
  - Verification statement in general comments

- Form D: Contractor Participation Report:
  - Include all prime & sub contractors regardless of their MBE/WBE/DBE participation

- General Uploads:
  - SAM search results for contractors
  - Deliverables (upon completion)

Submitting your PRPR

Document Information: ~~PRPR-JanMar2015-SequPW-00041~~

→ Change the Status

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

- Click "Apply Status" under Payment Request/Progress Report Submitted.

- Everything accurate? Click "<u>I Agree</u>".

- Status changed to "Payment Request/ Progress Report Submitted".

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payment Request	Applicant Organization 2	Authorized Official	Payment Request/Progress Report Submitted	N/A - N/A N/A

PRPR Modifications

- Ecology may send PRPR back for modifications if:
  - Need additional backup
  - Corrections need to be made
  - Expected deliverables have not been uploaded
  - Progress report is not informative or complete
- EAGL will send a notification email to Authorized Official(s)
- Check the Payment Request Progress Report Modification Comments form for explanation
- Make edits and resubmit

Amendments

Amendments Needed for:

- Change in scope of work.
- Time extension.
- Budget Changes (i.e., reduce/increase funds)
- Close out the loan and put into repayment.
- Must be initiated by an Authorized Official or Ecology.

Requesting an Amendment

1. Change status on the Agreement menu:

Document Information: WQC-2015-SequPW-00008

→ **Change the Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

VIEW STATUS OPTIONS

- Click "Apply Status" under Amendment Requested.

2. Access the Amendment Request form on Agreement menu:

View, Edit and Complete Forms

Select the **View Forms** button below to view, edit, and complete forms.

VIEW FORMS

Amendment		
Amendment Request	Mr. MattSAW Alexander 3/6/2015 11:22:19 AM	Matthew Alexander 3/12/2015 9:05:23 AM
Amendment Information (2)		
Amendment Signed Documents and Dates (2)		

FY21 Recipient Training

Amendment Request

* Describe the type and reason for amendment.

[Amendment Request: #]
[Date of Request:]
[The reason for the amendment and why it's needed
(Ecology will base our decision to approve or deny the
request on the information provided).]

Ecology Comments

Amendment Tips

- Make sure you don't have any PRPRs in process. This will stop you from completing the amendment process.
- Amendment approval determination:
  - Reviewed on a case by case basis and Ecology Project Manager and Financial Manager must agree that the amendment is warranted.
  - If amendment is approved it goes through a process similar to agreement development and must be signed by your Authorized Signatory.

Project Close Out

Project Close-out

- Final payment requests and all deliverables, including a final project summary report must be completed/uploaded within **30 Days** after the funding agreement expiration or project completion date.

- A final amendment along with a final amortization schedule will be completed for all loans.

Initiate a Recipient Close Out Report

Document Information: **WQC-2015-SequPW-00008**

Examine Related Items

Select the **View Related Items** button below to initiate and view sub documents such as Payment Purchase Reports, Site Visit Reports, and Close Out Reports.

VIEW RELATED ITEMS

Document Type	Name
Recipient Close Out Report	Initiate a/an Recipient Close Out Report

- Initiate the Close Out Report the same way as a PRPR.
- Unique subdocument number created when initiated.

Recipient Close Out Report

RECIPIENT CLOSE OUT REPORT

By Task Summary

Task Title	Summary of Accomplishments*	Actual Outcome*
Project Administration/Management	0 of 2000	0 of 2000
Design Plans and Specs, Environmental Review	0 of 2000	0 of 2000
Construction Management	0 of 2000	0 of 2000
Construction	0 of 2000	0 of 2000

Overall Summary

Lessons Learned *

0 of 2000

List of documents prepared under this agreement

0 of 2000

General Comment

0 of 2000

Upload Supporting Documents

Browse..

Note: upload two-page summary here

Two-Page Summary

- Short summary of project outcomes and challenges.

- Clear project photos.

- **Email Final draft to Ecology Project Manager before uploading to the Recipient Close Out Report.**

Submitting Recipient Close Out Report

- Go back to the main menu on the subdocument and click "View Status Options" under Change the Status.

- Submit Close Out report:

- Ecology Project Manager will be notified through EAGL.

Resources

Resources

- PowerPoint of this presentation
- Ecology Contacts
- File Management Guidance
- Upload Guidance
- Managing Roles Guidance
- Resource List (web links)
- Application Workshop Information

Resources

- EAGL
  https://secureaccess.wa.gov/ecy/eagl

- Funding guidelines https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-Combined-Funding-Program/WQC-funding-cycle

- Administrative Requirements (EAGL Yellow Book) https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html

- Water Quality Grant and Loan Resources
  https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Grant-loan-guidance

- EAGL Grant & Loan Webpage
  https://ecology.wa.gov/About-us/How-we-operate/Grants-loans

THANK YOU!

QUESTIONS OR COMMENTS?

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DEPARTMENT OF
ECOLOGY
State of Washington